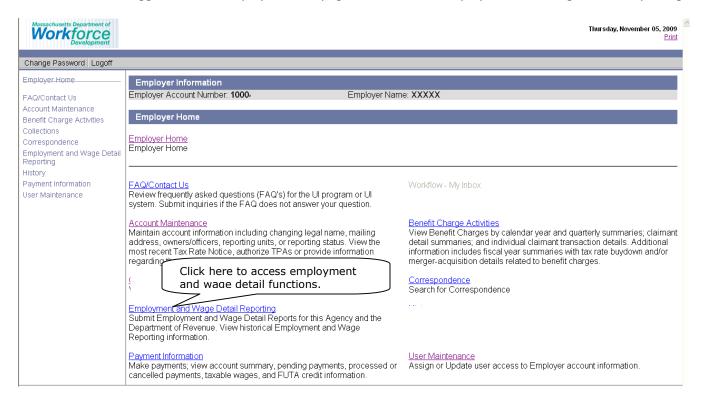
NAVIGATING TO EMPLOYMENT AND WAGE DETAIL REPORTING

Introduction

This section of the document will explain how an authorized user can navigate to the employment and wage detail functions.

Step-by-Step Instructions:

1. While logged into the employer home page, click on link 'Employment and Wage Detail Reporting'



2. The following page will appear, listing the available functions. Click on the corresponding link to access a function.

QUEST - Employer User Guide



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Change Password | Logoff

Employer Home

FAQ/Contact Us Account Maintenance Benefit Charge Activities Collections

Correspondence

Employment and Wage Detail Reporting

- Adjustments
- Employment and Wage Report Removal
- · Out of State Wage Credit Submit Employment and Wage Detail for Quarters Prior to 2010
- Submit Employment and Wage Detail
- View Employment and Wage Detail Calculation History
- View Employment and Wage Detail History
- View Submission History
- View Gross Wages and Employee Count History

History

Payment Information User Maintenance

Employer Information

Employer Account Number: 100 Employer Name: Employer

Employment and Wage Detail Reporting

Adjust previously submitted employment and wage detail records. Upload a file of adjustments, or select and modify specific records online. Note: Staff may review adjustments under certain circumstances.

Employment and Wage Report Removal

Remove an employment and wage report that was previously submitted in error.

Submit Employment and Wage Detail for Quarters Prior to 2010
Submit the original or adjust a Division of Unemployment Assistance (DUA) Contribution Report or Department of Revenue (DOR) Wage Report for quarters prior to 2010. Contributions, other charges, penalties and interest will be calculated online through this process.

<u>View Employment and Wage Detail Calculation History</u> Search for and view historical calculations for quarterly employment and wage submissions.

View Employment and Wage Detail History

View previous submissions and adjustments for each individual wage record submitted. Access current calculations and 12th of Month Employment data

Submit Employment and Wage Detail
Submit Quarterly Employment and Wage Detail Records for current or

Surcharges, Interest, and Penalties will be calculated online through this

process. NOTE: the manual filing method allows up to one hundred employee records to be entered. If more than one hundred employee

prior quarters by using one of four filing methods. Contributions,

records need to be submitted, use the file upload filing method.

View Gross Wages and Employee Count History
Search for and view quarterly gross wages and employee count history.

View Submission History

View basic information for each original and adjusted wage detail submission. The data includes the Submission Date and Time, Filing Method, Errors, Number of Records Processed, and Gross Wages

If	Then
You are unable to locate the required maintenance function	You may not have the sufficient privileges to perform this function. Contact your system administrator.